Clallam Transit System
830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com

(360) 452-1315
1-800-858-3747 WA
FAX (360) 452-1316
Passenger Assistance:
(360) 452-4511

POSITION DESCRIPTION FORM

POSITION INFORMATION						
Position Title	Transit Operator					
Location/Base	Port Angeles/Forks, Washington					
Reports To Position	Operations Supervisor			***Department***	Operations – Fixed Route	
Supervisory Responsibilities		YES		***If YES Position(s) Supervised***		
		NO	XX			
Action		Establishment		***Effective Date***	03/22/2017	
	XX	Update/Revision				

EMPLOYMENT STATUS				
FLSA Exempt		***Covered By Labor Agreement***		
	YES – not eligible for overtime compensation.	**YES**	Position is represented.	
			XX	Fixed Route/Maintenance
XX	**NO** – eligible for overtime compensation.			Paratransit
		NO	Position is NOT represented.	

Status Types	Full-Time: Regularly scheduled to work 35 or more hours in the workweek. Part-Time: Regularly scheduled to work less than 35 hours in the workweek. Extra Board: Substitute for part-time and full-time employees; day-to-day and/or long-term vacancies. Hours of work will vary each week.

COMPENSATION	
Hourly Wages	Training Period (Transit Operator Trainee): Current Federal/State Minimum Wage (whichever is higher)
	Completion of Training Period (Transit Operator): $ 19.64 - $ 24.56

POSITION SUMMARY

The Transit Operator is responsible for operating mass transit vehicles to transport passengers to various destinations within the service area.

ESSENTIAL FUNCTIONS

The following list of characteristic duties is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; only a representative summary of the primary duties and responsibilities.

- Drives mass transit vehicles in various weather conditions to transport passengers over specified routes to local or distant points.
- Drives mass transit vehicles in various weather conditions to transport passengers within a defined service area on a demand-responsive basis.

- Verifies passes, issues day passes, and directs passengers to deposit fare in farebox.
- Regulates heating, lighting, and ventilation systems for passengers.
- Complies with all traffic regulations and CTS policies/procedures.
- Operates vehicles in a safe and prudent manner.
- Works regularly unless excused by proper authority.
- Reports promptly any delays, accidents, and other incidents that may affect operations.
- Maintains records and makes reports as required.
- Inspects vehicles and performs pre-operation, during operation, and post-operation checks.
- Answers questions from passengers about available routes and schedules.

REQUIRED QUALIFICATIONS

Education

- None.

Experience

- Five (5) consecutive years of licensed driving experience.

Licensures/Certifications

- Valid Washington State Driver's License.

Knowledge/Competencies

- Ability to meet all requirements to obtain a Washington State Commercial Driver's License Class B with a passenger endorsement.
- Possess and maintain a driving record that is acceptable to CTS.
- Good oral and written communication skills.
- Able to work effectively with other employees and the general public, including the elderly and disabled.
- Able to report to work on time as scheduled.
- Able to work a variable shift according to work assignments; including split shifts, nights, weekends and holidays as required.
- Digitally literate; possesses basic computer skills.
- Work effectively with other employees and the general public.
- Maintain good grooming standards.

DESIRED QUALIFICATIONS

- High school diploma or recognized equivalency.
- Experience driving mass transit vehicles.

PHYSICAL DEMANDS

- Able to obtain and maintain a U.S. Department of Transportation Medical Card.
- Vision correctable to 20/20.
- Physically capable of operating controls of mass transit vehicles.
- Safely assist individuals with the use of securement systems, ramps, and lifts.
- Physically evacuate passengers in emergent situations.
- Approximately 80% of shift sitting and operating a 25-40' transit bus over specified routes and schedules.
- Approximately 20% is divided between walking and/or standing during vehicle preparation, scheduled layovers and reporting to work.
- Conduct pre/post operation vehicle inspections using a metal pipe, lifting the engine compartment cover (25 pounds), and crouching under the vehicle.

- Frequent pushing/pulling (20 pounds) to turn steering wheel as operators drive both power and non-power steering buses.
- Infrequent overhead pushing/pulling is also required to change destination signs, open or close windows, adjust mirrors, or to assist passengers boarding bus.
- Must be flexible enough to kneel down or bend over to fasten wheel chair tie-downs.
- Must have ability to converse and listen at ordinary sound levels to passengers and two-way radio.

WORKING CONDITIONS

- Possess and maintain a valid Washington State Driver's License.
- Safety-sensitive position subject to random testing under the CTS Drug and Alcohol Abuse Policy.
- Pass a background check in accordance to RCW 43.43.830 Background checks – Access to children or vulnerable persons.
- Satisfactorily complete a six (6)-month probationary period.
- Applies for and maintains a good standing membership in the recognized union.
- CTS Workweek is designated Sunday through Saturday.
- May be assigned from the Port Angeles and/or Forks Base.
- Hours of work will vary according to work assignments. Work assignments are determined by a seniority bid system.
- Overtime may be required.
- Attend training and orientation courses as scheduled.
- Satisfactorily complete training and orientation courses.
- Work variable hours according to work assignments scheduled according to seniority.
- Wear clean CTS uniform while on duty.
- Maintain good grooming standards.
- While driving, may be exposed to hazards related to adverse weather conditions or vehicular traffic.

APPROVAL

Supervisor/Department Manager Steven Hopkins	***Date*** 3-22-17
Human Resources Administrator Gina Monger	***Date*** 03-22-2017
General Manager Wendy Clark-Getzin	***Date*** 03-30-17